

## ENTRY LEVEL

### Career Opportunity Bulletin

## SECRETARY

**Code:** 655200 **Pay Grade:** 12 (\$12.13 - 16.99/hr.)

**Open for Recruitment:** June 14, 2013 - *Until Canceled*

#### JOB DESCRIPTION

This position assists an individual(s) with basic administrative details including responsibility for performing complex clerical tasks. As a Secretary your responsibilities will require independent decision-making on the appropriate processes to follow, information to process, and actions to take in accordance with standard procedures. In this position you will gain varied administrative skills.

#### Typical Duties

- Creates spreadsheets and perform data management.
- Creates and use varied correspondence formats and compose standard business correspondence.
- Develops and use computerized formats and/or graphics for forms, pamphlets, graphs, charts, tables, and/or maps.
- Proofreads, and/or edit complex and technical records, letters, memos, reports, contracts, and/or documents.
- Takes and/or transcribes notes, dictation, transcripts, and/or tapes into written minutes and/or reports.
- Establishes computerized and/or manual filing systems.
- Types agendas; maintaining calendars and schedules; and arranging business appointments, travel, itineraries, events, and meetings.
- Posts to, amends, and/or updates web pages using established content and knowledge of modern office software.
- Receives and greet visitors and determine customer needs.
- Corresponds orally and/or in writing with the public to receive/supply information and/or adjust complaints.
- Queries for data via telephone, computer, and/or written/oral communication.
- Researches reference materials.
- Gathers and compiles information for reports, records, and/or presentations.
- Writes regular and/or periodic reports.
- Receives, open, sort, weigh, and route incoming/outgoing mail/packages.
- Monitors, requisitions, purchases, and maintains inventory/supplies.
- Examines documents/information, determine facts, detect errors and irregularities, and take action as authorized.
- Applies to routine individual cases an explanation and interpretation of applicable rules, regulations, policies, procedures, codes, and/or documentation requirements.
- Develops standard work procedures within established guidelines.
- Serves on committees and/or coordinate meetings.



- Public Service
- Career Diversity
- Over 10,000 Employees
- Statewide Locations
- Benefits
- Retirement
- Paid Holidays
- Training
- Career Path
- Promotional Opportunities
- Part Time
- Full Time
- Seasonal Jobs

#### HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

#### ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

*The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified*

*Maine State Government is an Equal Opportunity/Affirmative Action Employer*

## SECRETARY



- Operates modern standard office equipment.
- Operates applicable specialized equipment upon completion of appropriate training.
- May provide ongoing leadership for a work team with responsibility to schedule, instruct, assign, review, and monitor the work.
- May confer with supervisor on performance appraisals of work team members.

### MINIMUM REQUIREMENTS

In order to qualify, you must have training, education or experience in office and administrative support work that demonstrates 1) competency in applying a general knowledge of the principles and practices of office processes and administrative functions to perform routine secretarial support tasks, and 2) the ability to use independent decision making on the appropriate processes to follow, information to process, and actions to take in accordance with standard procedures.

**Value of State-paid Dental Insurance: \$13.69 biweekly**

**Value\* of State-paid Health Insurance:**

- Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

\*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.

**Value of State's share of Employee's Retirement: 11.54% of pay.**